

# NARHA

Instructor Certification Process

NARHA offers three levels of Instructor Certification for therapeutic riding: Registered, Advanced and Master. The focus of this workshop/certification is the Registered Level.

In order to become a NARHA Certified Instructor, you must successfully complete the two Phases of the certification process. For additional Information on this process, please refer to the NARHA website at [www.narha.org](http://www.narha.org) under Instructor Information box. Any questions that you have regarding Phase One should be directed to the NARHA office, and questions regarding Phase Two should be directed to Mary Riley, 4-H Equine Therapy Coordinator, Mississippi State University Extension Service, Box 9641, MS State, MS 39762, (Phone) 662-325-3350 (Fax) 662-325-5207, [mriley@ext.msstate.edu](mailto:mriley@ext.msstate.edu).

## Phase One (NARHA)

With the submission of your Registered Instructor Certification Application Form, a application fee, copies of current CPR and First Aid certification cards, and NARHA membership number or membership application to the NARHA office, you will officially enter into Phase One. Upon receipt, NARHA will e-mail you a **Phase One Packet**.

Phase One Packet includes access to the following on-line components:

- Center Accreditation Training Course (CAT)
- CAT Instructor Standards Exam
- Instructor Self-Study Course
- NARHA Registered Instructor Open Book Exam

**NOTE:** You will have six months to complete the Phase One Packet. Please note the CAT Course and the Instructor Self-Study Course both have 60-day time frames once you log on.

Upon successful completion of Phase One you will receive a confirmation of Instructor-In-Training status letter from the NARHA office. At this point, you are considered an **Instructor-In-Training**. You may retain this designation for twelve months from the date of your Confirmation Letter.

## Phase Two (MSUES TEAM)

Mississippi Horse Park, Starkville, MS

★ Certification limited to first 10 qualified candidates to apply★

Within the twelve month time frame, you must have completed all the components of Phase Two. These Components are:

- Complete **25 hours of practice teaching mounted therapeutic riding lessons** under the guidance or direct supervision of a NARHA Certified Instructor
- Attend a **Registered Instructor On-Site Workshop**. You must attend a workshop PRIOR to the certification component
- Successfully complete a **Registered Instructor On-Site Certification**

If you are interested in attending the On-Site Workshop and/or Certification please complete the attached *Workshop & Certification Intent to Attend Form* and mail it with the appropriate fees to the assigned address as indicated. **Candidates must have completed all Phase One components at least 32 days prior to the certification** that they wish to attend. Candidates are registered on a first come-first served basis, so make sure to register early. All Certification Candidates **must** register by **May 4, 2009**.

Once registered for the workshop and/or certification, you will be mailed a **Phase Two Packet**. The Packet will include the following information:

- On-Site Registration Form
- Additional Forms for certification candidates: instructor resume, personal reference, professional reference, and essay questions.
- Emergency Medical Treatment, Liability, and Confidentiality Forms
- Documentation of Teaching Hours Form

You will need to complete the Phase Two packet and return to: Mary Riley, 4-H Equine Therapy Coordinator, NARHA Advanced Instructor, MSU-ES 4-H Youth Development, P.O. Box 9641, MS State, MS 39762, *along with a copy of your NARHA membership card and current copies of your CPR and First Aid Certification*. All *Phase Two* forms must be returned as indicated above by **May 8, 2009**.

## WORKSHOP

(Limited to 35 people)

The NARHA Instructor Workshop is open to NARHA members in search of knowledge necessary to improve his or her skills as a therapeutic riding instructor. You will be provided with hands-on experience in the basic building blocks and cover these topics:

- |                                     |   |
|-------------------------------------|---|
| ◆ Volunteer Management              | ◆ Task Analysis                               |
| ◆ Rider Posture & Alignment         | ◆ Horse Analysis                              |
| ◆ Lesson Plan Development           | ◆ Disabilities                                |
| ◆ Class Structure & format          | ◆ Teaching theories, methodology & techniques |
| ◆ Mounting & dismounting techniques |   |

9641

RETURN SERVICE REQUESTED

OFFICIAL BUSINESS

MISSISSIPPI STATE: MISSISSIPPI 39762-5446

PO BOX 5446

MISSISSIPPI STATE UNIVERSITY  
U.S. DEPARTMENT OF AGRICULTURE

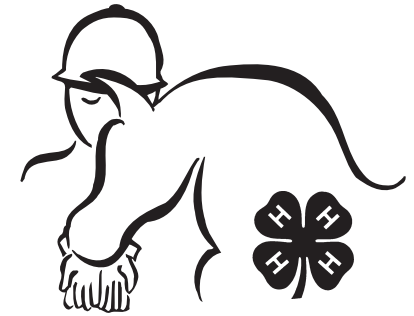
TEAM



## NARHA Registered Instructor On-Site Workshop and Certification

On-Site Instructor Workshop  
June 10 & 11, 2009

On-Site Certification  
June 12, 2009



With:

Anthony Busacca  
Master Level Instructor  
Program Director, Giant Steps  
Petaluma, California

&

Mandy Branton  
Advanced Level Instructor  
Executive Director, Chastain Horse Park  
Atlanta, Georgia

SPONSORED BY  
Mississippi State University  
Extension Service  
4-H TEAM Therapeutic Riding Center  
Mississippi Horse Park  
Starkville, Mississippi  
Phone: 662-325-3350 Fax: 662-325-5207  
[mriley@ext.msstate.edu](mailto:mriley@ext.msstate.edu)

# Workshop & Certification Intent to Attend Form

Sponsored by Mississippi State University Extension Service 4-H Team Therapeutic Riding Center

Workshop: Jun 10 & 11, 2009

Certification: June 12, 2009

**\*\*\* Deadline to register for Certification is May 4, 2009 \*\*\***  
**One form per person, please**

☛ Please type or print clearly and make a photocopy for yourself ... mail originals to TEAM

Name: \_\_\_\_\_ NARHA Membership No. \_\_\_\_\_

Address: \_\_\_\_\_  
Street-or-P.O. Box City State Zip Code

( ) ( )  
Daytime Phone Evening Phone Email Address: \_\_\_\_\_

Center Affiliation (if applicable): \_\_\_\_\_

**Separate checks are required** and must be made payable as follows:

- ◆ Workshop and/or Certification: submit check payable to **4-H Team Instructor Training**
  - Workshop only (\$250)     Certification only (\$250)     Both Workshop and Certification (\$500)
  - (Fee includes continental breakfast, lunch and snacks during the workshop and certification)*
- ◆ NARHA Fee (for Certification only): submit check payable to NARHA in the amount of \$75.
- ◆ Workshop only: submit check payable to NARHA in the amount of \$50. (For both the fee to NARHA is \$75.00)
- ◆ Stall Fee: Only if you bring your own horse for riding demonstration, submit a check payable to Mississippi Horse Park in the amount of \$35.00 per stall (fee includes one bag of shavings. Additional bags are available on site at \$5.00 per bag or you may bring your own.)
  - Stall Fee (\$35.00/stall) \_\_\_\_\_ Additional Shavings (\$5.00/bag) \_\_\_\_\_ Check Total \$ \_\_\_\_\_
- ◆ Please indicate if you will need the Center to provide you with a saddle:
  - Western size \_\_\_\_     English size \_\_\_\_    OR     I will bring my own saddle

For additional information, call Mary Riley at 662-325-1695 or you may contact her by Email at [mriley@ext.msstate.edu](mailto:mriley@ext.msstate.edu).

## Important Notation

The Certification will take place beginning June 11th after the workshop and will continue through June 12th. It is open to the first 10 qualified candidates who apply.

## Lodging & Directions

☛ Comfort Suites  
662-324-9595

☛ Microtel Inn and Suites  
662-615-0700

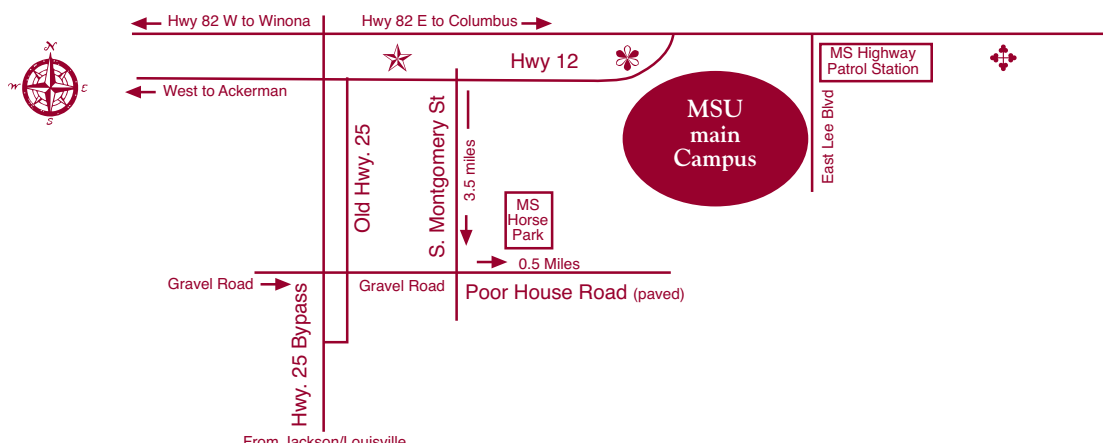
☛ Holiday Inn Express  
662-325-0076

### Directions to the Mississippi Horse Park

*Take South Montgomery Street off of Hwy. 12 Starkville. Drive 3.5 miles to Poor House Road.*

*Take a left onto Poor House Road and drive .5 miles. The Horse park is on the left.*

*The Conference Room is located on the right side of the upper concourse.*



From Jackson/Louisville